

For those state employees who already have log in access to the restricted content reports, they are still available through the VTHR website. There is more complete information about those reports on the HRIS area of the VTHR website:

http://humanresources.vermont.gov/vthr/hris/historical_hcm_reports

The 5/16/2013 check date is the last pay data available in the restricted content area. To access data from the 05/16/2013 pay check or prior dates, please go to the link above and then log into the restricted content area on the right hand side.

To access data for the 05/30/2013 paycheck and any future dates, you will need to run queries in VTHR. Please review the Query viewer instructions on the VTHR reporting website:

http://humanresources.vermont.gov/vthr/hr_reporting

For post conversion data (after 05/16/2013 check date) -

Because the new system has both Time & Labor and Payroll split into two areas, there is not a one for one query to replace these reports, below are some examples of what is available to replace them:

For **APPR** – Starting with FY14 the expenses will reside solely in VISION, so you will need to go there to get any of that information going forward. For FY13, expenses prior to and including the May 16, 2013 check date are available on some VTHR queries, but for the FY13 check dates after that, the information must come from VISION - http://finance.vermont.gov/state_systems/vision

For pay information including state shares, some possible queries in VTHR are:

VT_PY_RPT_BU_PAY_DTL - BU pay dtl starting 5/30/13

VT_PY_RPT_BU_PAY_DTL_PRE - Pay & CF data before 5/4/13

VT_PY_RPT_BU_PAY_SUM_WITH_HIST (includes data prior to conversion)

For **DFLT** – this is no longer maintained since there is a different split system now using combo codes etc.

For **payreg** – in VTHR the replacement query is:

VT_PY_RPT_PAYROLL_REGISTER

For **TARPT** – this can be found in many queries in VTHR, and also through the manager self serve screens – start with:

VT_PY_RPT_BU_PAY_DTL (includes state shares but not hours)

VT_PY_RPT_EMPL_HRS_PAY - (includes hours and pay, but no state shares)

VT_TL_RPT_HRS_AND_PAY_BIWKLY

VT_TL_RPT_HRS_AND_PAY_DTWKRD